

RESOLUTION NO. 3155

APPROVING AND ADOPTING JOB SPECIFICATIONS AND
TITLES AS PREPARED AND SUBMITTED BY STATE OF
CALIFORNIA PERSONNEL BOARD COOPERATIVE
PERSONNEL SERVICES IN THAT CERTAIN REPORT
ENTITLED "CLASSIFICATION AND SALARY REVIEW OF
SELECTED POSITIONS JANUARY 1968"

RESOLVED, by the City Council of the City of Lodi, that the report
of Cooperative Personnel Services, State of California Board, entitled
"City of Lodi Classification and Salary Survey September 1964," as amended
and adopted by Resolution No. 2788, be and the same is hereby further amended
by the adoption of "Classification and Salary Review of Selected Positions
January 1968" adopting ~~class~~ specifications ~~for~~ Apprentice Electrical
Technician, Account Collector and Line Truck Driver attached hereto and
made a part hereof:

FURTHER RESOLVED, that Resolution No. 3102 is hereby amended
by adding the following to Table III thereof

Accounts Collector	19	\$517-548-570-598-628
Apprentice Electrical Technician	21	\$598-628-660-693
Line Truck Driver	19	\$517-548-570-598-628

Dated: February 14, 1968

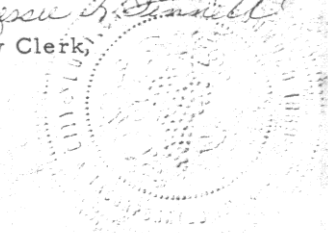
I hereby certify that the foregoing Resolution No. 3155
was passed and adopted by the City Council of the City
of Lodi in adjourned regular meeting held February 14,
1968, by the following vote:

Ayes: Councilmen - BROWN, CULBERTSON, HUNNELL,
WALTON and KIRSTEN

Noes: Councilmen - None

Absent: Councilmen - None

Lester A. Bennett
City Clerk



CALIFORNIA STATE PERSONNEL BOARD

COOPERATIVE PERSONNEL SERVICES

221 Capitol Mall
Sacramento 95814714 W. Olympic Blvd.
Los Angeles 90015Sacramento, California
January 17, 1968City of Lodi
City Hall
Lodi, California 95240Attention Mr. Henry A. Graves, Jr.
City Manager

Gentlemen

In accordance with the agreement between the City of Lodi and the State Personnel Board, we are pleased to submit our findings and recommendations relating to the six positions in the City's service which were referred to our office for study.

This report contains a discussion of survey procedures and the bases for our recommendations. New class specifications, **as recommended**, are included at the end of the report.

SUMMARY OF RECOMMENDATIONS

<u>Name</u>	<u>Present Classification (And Salary Range Assignment)</u>	<u>Proposed Classification (And Salary Range Assignment)</u>
Edens, D. F.	Maintenance Man II (\$481-584)	Apprentice Electrical Technician (\$598-693)
Holloway, E.	Meter Reader-Collector (\$493-598)	Accounts Collector* (\$517-628)
Loftus, C.	Maintenance Man II (\$481-584)	Line Truck Driver* (\$517-628)
Muller, E.	Maintenance Man II (\$481-584)	Line Truck Driver* (\$517-628)
Storck, J. R.	Maintenance Man I (\$436-530)	Maintenance Man II (\$481-584)
Vacant Position (Public Works)		Maintenance Man II (\$481-584)

*Specifications for these classes are included at the end of this report.

SURVEY PROCEDURE

Employees whose positions were referred for study prepared detailed written descriptions of their jobs on forms provided by Cooperative Personnel Services. The completed job description **forms** were reviewed by employees' supervisors and department heads.

After the job description forms were reviewed by the survey director, each of the five incumbents was interviewed to supplement our understanding of the assigned duties and responsibilities. The vacant position in the Public Works Department was discussed with the Director of Public Works. Further discussions were also held with supervisors, the Assistant City Manager, and the Administrative Assistant.

The positions were then allocated to classes on the basis of assigned duties and responsibilities and existing class concepts as described in the City's present classification plan.

Salary recommendations were then made for the six positions. These recommendations were made on the basis of present salary range assignments for those positions allocated to existing classes; and, for those positions allocated to new classes, on the basis of internal salary relationships.

COMMENTS AND RECOMMENDATIONS ON POSITIONS REFERRED FOR REVIEW

Mr. Dale F. Edens

Present Class and Salary Range: Maintenance Man II (\$481-584),
Proposed Class and Salary Range: Apprentice Electrical Technician (\$598-693).

Mr. Edens' present duties include calibrating and testing protective relays, and learning and performing repair work on substation circuits, alarm and telemetering systems, control boards, electrical components of pumping equipment, traffic signal control systems, and street lights.

In our opinion, these duties and responsibilities represent a higher level than those assigned incumbents in the Maintenance Man II class. We thus recommend allocating this position to the new class of Apprentice Electrical Technician.

We recommend assigning this new class to salary range 21 (\$598-693). The City's present Apprentice Lineman class is also assigned to **salary** range 21. The journeyman level Electric Meter Repairman-Inspector and Lineman classes are both assigned to the same salary range. Assigning the new Apprentice Electrical Technician class to salary range 21 will maintain this equality at the apprentice level.

Mr. Emery Holloway

Present Class and Salary Range: Meter Reader-Collector (\$493-598),
Proposed Class and Salary Range: Accounts Collector (\$517-628).

Mr. Holloway's present assigned duties include visiting private citizens and businesses to arrange for payment of delinquent utility accounts, connecting

and disconnecting electrical service, compiling monthly utility statements, and contacting owners of businesses in regard to delinquent business licenses.

In our opinion, the duties and responsibilities currently assigned this position are no longer appropriately allocated to the Meter Reader-Collector class. The primary responsibility assigned incumbents in that class is the periodic reading of utility meters. We thus recommend allocating Mr. Holloway's position to the new Accounts Collector class.

We recommend assigning the new Accounts Collector class to salary range 19 (\$517-628). This represents a 5% salary differential over the Meter Reader-Collector class; a differential which we believe to be appropriate in the light of differences in assigned duties and responsibilities. In making this recommendation, salary information for classes essentially comparable to both of these **was** gathered from cities and public utility companies in the northern part of the State.

Messrs. Charles Loftus and Edward Muller

Present Class and Salary Range: Maintenance Man II (\$481-584).
Proposed Class and Salary Range: Line Truck Driver (\$517-628).

These two employees are responsible for driving line trucks to deliver men and equipment to work areas, and to place utility poles, lines, and transformers. We believe the specialized and potentially hazardous aspects of these positions represent a higher level of skill and responsibility than that associated with other Maintenance Man II positions in the City. We are thus recommending allocating these two positions to the new Line Truck Driver class.

We **do** not recommend the new class be used **as** both a "training level" and "working level" class. We recommend positions receiving training in the operation of line trucks and related hydraulic equipment be allocated to the Maintenance Man II class until such training has been completed.

For salary setting purposes, the survey staff reviewed the present salary range assignments of public works and utilities maintenance classes having duties involving the operation of motorized equipment. On the basis of existing salary relationships among these classes, we recommend assigning the new Line Truck Driver class to salary range 19 (\$517-628). Salary range 19 is between the ranges to which the classes of Maintenance Man II and III are presently assigned, and is the same range to which the Street Sweeper Operator class is presently assigned.

Mr. Jerry Storck

Present Class and Salary Range: Maintenance Man I (\$436-530).
Proposed Class and Salary Range: Maintenance Man II (\$481-584).

This position is located at the Sanitary Landfill. Yr. Storck directs the public to appropriate dump sites, receives and receipts for necessary fees, operates a tractor in moving rubbish, and operates a bulldozer on a relief basis.

In **our** opinion, these duties and responsibilities represent a higher level of skill than those assigned other positions in the Maintenance Man I class, **We** thus recommend reallocating **Mr.** Storck's position to the Maintenance Man II class.

Vacant Position in the Public Works Department

Proposed Class and Salary Range: Maintenance Man II (\$481-584).

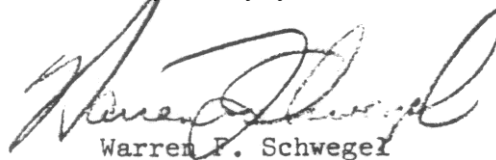
A vacancy presently exists in one of the maintenance crews of the Street Division of the Public **Works** Department. On the basis of the survey director's discussion with the Director of **Public Works**, we have learned that the contemplated duties and responsibilities to be assigned the position will include the regular operation of rollers and tractors.

We recommend positions responsible for the operation of light motorized equipment on a relief or training basis be allocated to the Maintenance **Man I** class. Those positions responsible for the operation of rollers and tractors on a regular assigned basis (as is the case with this position) should be allocated to the Maintenance **Man II** class.

CONCLUSION

It has been a pleasure assisting the City of Lodi in the maintenance of its classification and salary plan. **We** wish to take this opportunity to **thank** the City's employees and administrative officials **for** their cooperation and assistance in this review.

Very truly yours



Warren F. Schwege
Survey Director

WFS:km

APPRENTICE ELECTRICAL TECHNICIAN

DEFINITION

Under supervision, to calibrate and test protective relays; to learn and perform repair **work on** electrical equipment and components of pumps, control boards, traffic signals, and street lights; and to do related work **as** required.

EXAMPLES OF DUTIES

Uses relay tester in calibrating **and** testing protective relays located throughout the City; inspects, cleans, lubricates, repairs, and replaces relays **as** necessary; inspects and tests circuit breakers; cleans, lubricates, **and** replaces components of air and oil circuit breakers; tests and cleans oil in regulators and transformers; works with utility company personnel in the installation and repair of substation circuits, alarm systems, telemetering systems, and control boards; installs assembled telemetering systems and control boards at well sites and central **monitoring** point; checks and repairs components, and reassembles panels; installs, checks, and repairs pumping plant electrical panels and controls; performs maintenance duties **on** auxiliary generating systems; learns and performs installation and maintenance duties **on** components of traffic signal control systems; rebuilds light selector relays and timing units; assists in locating and **clearing** trouble in street **lighting** and traffic signal systems; personally performs **less** difficult trouble-shooting and repair duties; participates in training **sessions** on electrical theory and repair.

LICENSE

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Types of tools, methods, and materials used in electrical work;
- General elements of electrical theory;
- Precautions necessary in working with high voltage lines;
- Principles of the operation and repair of pumping **equipment**;
- Safe work practices.

and

Apprentice Electrical Technician - 2

Ability to:

- Demonstrate a high degree of aptitude for electrical and mechanical work;
- Learn and competently ~~perform~~ relay testina work;
- Independently perform minor electrical repairs;
- Learn and perform trouble-shooting and repair **work on** traffic signals and street lights;
- Understand and carry out oral **and** written directions;
- Establish and maintain cooperative working relationships with those contacted in the course of work.

and

Experience: ~~Two~~ years of experience in electrical **or** construction **work**, preferably including experience as an electrician's helper.

and

Education: Equivalent to completion of the eighth grade.

ACCOUNTS COLLECTOR

DEFINITION

Under general direction, to collect delinquent utility bills; to connect and disconnect utility service; to participate in the preparation of utility financial reports; and to do related work **as** required.

EXAMPLES OF DUTIES

Visits private citizens and businesses having delinquent utility service accounts to arrange for payment; notifies citizens and owners of regulations and enforcement procedures; receives money and issues receipts; ~~connects~~ electrical service for new accounts, and disconnects service for cancelled or delinquent accounts; may read meters; examines records of trailer court owners to ascertain that utility fees collected by owners are consistent with City charges; compiles monthly statements of revenues and expenses for electrical, water, ~~sewage~~, and refuse services **on** the basis of ~~information compiled~~ in the Finance Office; contacts owners of businesses regarding delinquent business licenses; explains regulations regarding renewal of licenses, and initiates enforcement procedures as necessary; represents the City in Small Claims Court cases regarding areas of responsibility; checks parking meters for proper operation, and performs necessary minor repairs.

LICENSE

Possession of **an** appropriate California operator's license issued by the State Department of Motor Vehicles.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Local street names, locations, and geography;
- Basic utility services provided by the City;
- Various types of electrical meters, and methods of connecting and disconnecting them.

and

Ability to:

- Work independently without close supervision;
- Keep records and reports;
- Make arithmetical calculations;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships with those contacted in the course of work.

and

Accounts Collector - 2

Experience: Two years of work experience involving a wide variety of public contact.

and

Education: Equivalent to completion of the twelfth grade.

LINE TRUCK DRIVER

DEFINITION

Under general supervision, to drive trucks used in the construction, maintenance, and repair of electric distribution and transmission lines; to operate hydraulic equipment in the lifting and placing of utility poles, transformers, and lines; and to do related work as required,

EXAMPLES OF DUTIES

Drives line truck to deliver men and equipment to work areas; operates auger to drill holes for setting poles; operates winch and boom in lifting and placing utility poles, transformers, and lines; maintains constant contact with linemen on poles to insure that transformers and lines are moved and placed in a safe manner; operates hydraulic equipment in a manner which does not jeopardize existing utility lines; inspects supplies and equipment on truck for safe operating condition; requisitions necessary replacement supplies; prepares reports of materials and supplies used; performs preventive maintenance work on truck and related hydraulic equipment.

LICENSE

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles of operating line truck and related hydraulic equipment;
- Equipment and tools used in the construction and maintenance of electrical transmission and distribution lines;
- Precautions necessary in working with high voltage lines;
- Safe work practices.

and

Ability to:

- Safely operate line truck and related hydraulic equipment;
- Understand and carry out oral and written directions;
- Perform minor preventive maintenance work on truck and related equipment;
- Keep simple operating records;
- Establish and maintain cooperative working relationships with those contacted in the course of work.

and

Line Truck Driver - 2

Experience: Two years of experience in the operation of light power driven equipment, including experience in the operation of line trucks in a training capacity,

and

Education: Equivalent to completion of the eighth grade.